



ULSTER COUNTY ECONOMIC DEVELOPMENT ALLIANCE

APPLICATION FOR FINANCIAL ASSISTANCE

SECTION I. APPLICATION/PERSONAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

SECTION II. INFORMATION ABOUT YOUR BUSINESS AND BUSINESS LOCATION

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Date Established: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Bank where your Business has an account:

Name of Bank: \_\_\_\_\_

Address of Bank: \_\_\_\_\_

Telephone: \_\_\_\_\_

Number of Employees

Presently Employed:            \_\_\_ Full Time   \_\_\_ Part Time   \_\_\_ F T E

Current jobs retained after project   \_\_\_ Full Time   \_\_\_ Part Time   \_\_\_ F T E

Jobs created after project        \_\_\_ Full Time   \_\_\_ Part Time   \_\_\_ F T E

The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

Ethnicity:

Hispanic or Latino \_\_\_\_\_

Not Hispanic or Latino \_\_\_\_\_

Race: (Mark one or more)

White \_\_\_\_\_ Black or African American \_\_\_\_\_

American Indian/Alaska Native \_\_\_\_\_ Asian \_\_\_\_\_

Native Hawaiian or Other Pacific Islander \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Briefly describe the project for which this loan money is intended:

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SECTION III.

INFORMATION ABOUT MANAGEMENT

List the names of all owners (having 20% or greater interest), officers, directors, and/or partners. Provide the percent of ownership and the annual compensation. If more space is required attach a separate sheet.

Name and Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Percent of Ownership: \_\_\_\_\_ % Annual Compensation: \$ \_\_\_\_\_

Name and Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Percent of Ownership: \_\_\_\_\_ % Annual Compensation: \$ \_\_\_\_\_

SECTION IV.

SUMMARY OF COLLATERAL

All loans made through the Revolving Loan Fund are secured. Please list items to be secured. Prior to closing, you will be required to provide an appraisal and deed for real property; or a list of make, model, serial number and appraised value for machinery, equipment, furniture or fixtures.

	Present Market Value	Present Mortgage Balance	Date Purchased	Cost Less Depreciation
A) Land and Building	\$	\$	/ /	\$
B) Machinery and Equipment	\$	\$	/ /	\$
C) Furniture and Fixtures	\$	\$	/ /	\$
D) Personal Residence	\$	\$	/ /	\$
E) Other	\$	\$	/ /	\$
<b>Total Collateral Offered</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

## Section V. SOURCES AND USES OF FUNDS FOR PROJECT

### PROJECT BUDGET – SUMMARY OF PROPOSED EXPENDITURES

Use Of Funds	Source Of Funds			
	Loan Fund	Owner Equity	Bank / Other (Specify)	Total
Land Acquisition				
Clearance and Demolition				
Streets / Site Improvements, Parking Facilities				
Water / Sewer Facilities				
Buildings				
___ Acquisition				
___ Construct				
___ Renovate / Reconstruct				
Capital Equipment				
___ New				
___ Used				
Furniture and Fixtures				
___ New				
___ Used				
Professional Fees				
Working Capital (attach a detailed list)				
Contingencies				
<b>TOTAL PROJECT COSTS</b>	\$	\$	\$	\$

**Term of Loan Requested:** \_\_\_\_\_ **years/months**

PERSONAL FINANCIAL STATEMENT

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock and each corporate officer and director, or (4) any other person or entity providing a guaranty on the loan.

Name \_\_\_\_\_

Residence Address \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_

Business Name of Applicant/Borrower \_\_\_\_\_

ASSETS

Cash on hand & in Banks \_\_\_\_\_

Savings Accounts \_\_\_\_\_

IRA or Other Retirement Account \_\_\_\_\_

Accounts & Notes Receivable \_\_\_\_\_

Life Insurance-Cash Surrender Value Only  
(Complete Section 8) \_\_\_\_\_

Stocks and Bonds  
(Describe in Section 3) \_\_\_\_\_

Real Estate  
(Describe in Section 4) \_\_\_\_\_

Automobile-Present Value \_\_\_\_\_

Other Personal Property  
(Describe in Section 5) \_\_\_\_\_

Other Assets  
(Describe in Section 5) \_\_\_\_\_

TOTAL \_\_\_\_\_

LIABILITIES

Accounts Payable \_\_\_\_\_

Notes Payable to Banks and others  
(Describe in Section 2) \_\_\_\_\_

Installment Accounts (Auto) \_\_\_\_\_

Installment Accounts (Other) \_\_\_\_\_

Loan on Life Insurance \_\_\_\_\_

Mortgages on Real Estate  
(Describe in Section 4) \_\_\_\_\_

Unpaid Taxes  
(Describe in Section 6) \_\_\_\_\_

Other Liabilities  
(Describe in Section 7) \_\_\_\_\_

Total Liabilities \_\_\_\_\_

Net Worth \_\_\_\_\_

TOTAL \_\_\_\_\_

Section 1. (Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward income.)

Salary \_\_\_\_\_

Net Investment Income \_\_\_\_\_

Real Estate Income \_\_\_\_\_

Other Income (Describe Below) \_\_\_\_\_

As Endorser or Co-Maker \_\_\_\_\_

Legal Claims & Judgments \_\_\_\_\_

Provision for Federal Income Tax \_\_\_\_\_

Other Special Debt \_\_\_\_\_

Description of other Income:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 2.

NOTES PAYABLE TO BANKS AND OTHERS

Name and Address Of Note Holder	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc)	How Secured Or Endorsed Type of Collateral

Section 3.

STOCKS AND BONDS

Number of Share	Name of Securities	Cost	Market Value Quotation/ Exchange	Date of Quotation/ Exchange	Total Value

Section 4.

REAL ESTATE OWNED

	Property A	Property B	Property C
Type of Property			
Name & Address of Title Holder			
Date Purchased			
Original Cost			
Present Market Value			

Name and Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount Payment per Month/ Year			
Status of Mortgage			

*Section 5.*

**Other Personal Property and Assets:** *(Describe, and if any is pledged as security, state name and address of lien holder amount of lien, terms of payment, and if delinquent, describe delinquency).*

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*Section 6.*

**Unpaid Taxes:** *(Describe in detail, type, to whom payable, when due, and to what property, if any, attach tax lien)*

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*Section 7.*

**Other Liabilities:** *(Describe in detail)*

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*Section 8.*

**Life Insurance Held:** *(Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)*

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PERSONAL FINANCIAL STATEMENT

1. Have you ever gone through bankruptcy or comprised a debt?  No  Yes  
If YES, Please attach an explanatory statement.
  
2. If this is a statement of you and your spouse, are any assets a spouse's separate property?  No  Yes  
If YES, Please attach an explanatory statement.
  
3. Are any assets pledged or debts secured except as shown above?  No  Yes  
If YES, Please attach an explanatory statement

The information contained in this statement is provided for the purpose of obtaining a loan from funding programs on my/our behalf or on behalf of firms or corporations in whose behalf I/we may, either severally or jointly with others, execute a guaranty in favor of the funding program. I/We understand that this information, including the designation made as to ownership of the property will be used in deciding to grant or continue credit. I/We certify that the information provided is true and complete to the best of my/our knowledge. I/we authorize the loan fund administrator to check my/our credit history and employment listing or to make all other inquiries you deem necessary to verify the accuracy of the statements made on this form in the determination of my/our credit-worthiness and answer questions about or report my/our credit experience.

Signature:

Date:

Social Security Number:

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Signature:

Date:

Social Security Number:

*(Joint Applicant)*

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## Checklist of Exhibits for attachment

All exhibits must be signed and dated by the person (s) signing this application form.  
Please be sure that they are properly labeled as indicated in this checklist.

- Exhibit A.* Summary of Collateral for purposes **OTHER** than listed in Section IV.
- Exhibit B.* Use of Loan Money for purpose **OTHER** then listed in Section V.
- Exhibit C.* List of Business Financial Statements. For the **Last Three Years**; a balance sheet and reconciliation of Net Worth, Profit and Loss Statement (Income Statement). For the **Current Year**; an Aging of Accounts Receivable, and Accounts Payable. For the **Next Three Years**; Earnings Projections, Pro Forma Financial Statements.
- Exhibit D.* Current Loan Status: Complete a list which contains original date and amount, present balance owed, interest rate, term, monthly payment, and security for each loan that your business currently has. Please indicate whether the loan is current or delinquent.
- Exhibit E.* History of the Company: Please provide a brief history of your company and a paragraph describing the expected benefits it will receive from this loan.
- Exhibit F.* Management Resumes: Please provide a brief description of the educational, technical and business background for all the people listed in Section III under "Management".
- Exhibit G.* Co-Signers and/or Guarantors: Please provide a list of co-signers and/or guarantors, including names, address, telephone number's and personal balance sheets.
- Exhibit H.* List of Machinery and Equipment: If you are buying machinery or equipment with your loan money, please provide a list of the equipment, including makes, models and values.
- Exhibit I.* Bankruptcy or Insolvency: Please provide details of any bankruptcy or insolvency proceedings involving you or any officer of your company.
- Exhibit J.* Lawsuits: Please provide details of any pending lawsuits involving you or any officer of your company.
- Exhibit K.* Subsidiaries or Affiliates: Please provide the names(s) and relationship of any subsidiary or affiliate of your company along with a current balance sheet and operating statement for each.
- Exhibit L.* Services: please provide details if you buy from, sell to, or use the services of any concern in which someone in your company has a significant financial interest.
- Exhibit M.* Franchise: If your business is a franchise, please submit a copy of the franchise agreement.